

Chapter 21 - Check/Voucher Inquiry - API

Check/Voucher Inquiry

The check/voucher inquiry screen is used to inquire on vouchers and voucher payments to specific vendors/attorneys/facilities. This screen is also used to delete payments from vouchers.

Accessing the Vendor voucher screen:

From the transaction request screen, enter **API** in the next tran field and **INQ** in the type field and then press <Enter>.

Juvenile Next Tran Line:

| | | | | | | | | | | | | | | |
|-----|------|------------|------|------|------|-----|-----------------|----|-----|-----------------|-----|------|-----|----|
| NXT | TRAN | <u>API</u> | TYPE | ____ | CASE | NBR | <u>00000000</u> | __ | PET | <u>00000000</u> | EVT | ____ | PTY | __ |
|-----|------|------------|------|------|------|-----|-----------------|----|-----|-----------------|-----|------|-----|----|

Probate Next Tran Line:

NXT TRAN P API TYPE ____ CASE NBR 00000000 REC NBR ____

The following screen will be displayed for you.

```

Court ID : J 44 ANGIE                               Juvenile                               Release : 025
                Inquiry of all Vouchers for Vendor
                Vendor number
Vouchers      Payments      Owed
ENTER P FOR PAYMENTS  V  VOUCHERS
.....
Voucher #      and date      Due date Type Crt.Ref.      Amount      Days      Status P
.....
F3=Exit F4=Prompt F6=System F8=Probate  F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

```

Following are field descriptions for the check/voucher inquiry screen.

~Vendor Number~

Enter the vendor number that you want to pay. If you do not know the number, press <F4> and select the number from either the Vendor file, Facility file or Professional file. After you have selected the vendor type, place an "X" beside the vendor and press <Enter>. The system will insert the vendor for you.

~Vouchers~

This is the total amount that has been vouchered out to this vendor.

~Payments~

This is the total amount that has been payed on vouchers for this vendor.

~Enter P for Payments V Vouchers~

Enter a "V" in this field to inquire on vouchers or a "P" in this field to inquire on voucher payments.

~Voucher #~

This column is a list of voucher numbers that have been vouchered out to this vendor.

~and date~

This is the date the voucher number to the left was processed.

~Due Date~

This is the date the voucher number to the left should be paid.

~Type~

This is the type of the voucher.

~Crt Ref~

This is the court reference number that was entered when this voucher was processed.

~Amount~

This is the amount of this voucher.

~Days~

This is the total amount of days that this voucher was for.

~Status~

This is the status of the voucher. There are two different statuses. Voc Open = Voucher is open and has had no payments applied to it. Payments = Voucher is either partially paid or paid in full.

~P~

This is the selection field. By placing an "X" on the line of the voucher and pressing <Enter>. The system will display detailed information about this voucher.

Example of a Voucher Inquiry:

From the voucher/check inquiry screen enter the vendor number or, press <F4> for a list of vendors.

Court ID : J 44 ANGIE Juvenile Vendor Payments Maintenance Release : 025

Vendor number [REDACTED]

Ch [REDACTED] Transaction Request ays Days

EX [REDACTED] X V VENDOR FILE

 F FACILITY FILE

 P PROFESSIONAL FILE

F3=Exit F6=System Bottom F16=Inv. Cal

F1=Help F3=Exit F4=Prompt F6=System F8=Probate

F9=Name Inq. F10=Update F14=Dkt. Inq. F16=Inv. Cal

MP b 08/007

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

The following screen will be displayed for you.

```

Court ID : J 44 ANGIE                               Juvenile                               Release : 025
Inquiry of all Vouchers for Vendor
Vendor number .....

Vo
EN
Transaction Request
V      VENDOR FILE
X      FACILITY FILE
P      PROFESSIONAL FILE
Vo
s      Status P

Bottom
F3=Exit  F6=System
F3=Exit  F4=Prompt F6=System F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

```

Select Vendor File by placing an “X” on the line to the right of the name and press <Enter>. The system will return the following screen.

Court ID : J 44 ANGIE Juvenile Release : 025
Inquiry of all Vouchers for Vendor
Vendor number

Vo Transaction Request

EN

Vo

Other Facility File
Position to

| | | |
|----|--|----------|
| 44 | | |
| 44 | 123 TEST | Status P |
| 44 | ABCDEFGHIJ NEW FACILITY NAME,, | |
| 44 | CA 13066 AREA YOUTH FOR CHRIST | |
| 44 | CA03025 ALLEGAN CO YOUTH HOME WES | |
| 44 | CA04024 BOYSVILLE - HURON HOUSE | |
| 44 | CA09042 LUTHERAN CHILD & FAMILY SVC | |
| 44 | CA09042A LUTHERAN CHILD & FAMILY - BAY | |

More...

F3=Exit F6=System A=Add M=Mod I=Inq R=Rate X or 1=Select

F3=Exit F4=Prompt F6=System F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MP b 15/011

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

You can search for your vendor by name or by vendor number. Once you have selected the vendor, place an "X" on the line to the left of the vendors name and press <Enter>. The system will display the following screen.

```

Court ID : J 44 ANGIE          Juvenile          Release : 025
      Inquiry of all Vouchers for Vendor
      Vendor number  CA03025    ALLEGAN CO YOUTH HOME WES
Vouchers      1850.00    Payments      1500.00    Owed      350.00

ENTER P FOR PAYMENTS    V  VOUCHERS

.....

Voucher #    and date    Due date Type Crt.Ref.    Amount    Days    Status P
0000011737  12/03/2001    01/01/2002  50      1500.00    15  PAYMENTS
0000011712  10/09/2001    11/01/2001  50        50.00     1  VOC.OPEN
0000011695  06/13/2001    07/01/2001  50      250.00    10  VOC.OPEN
0000011601  02/08/2001    03/01/2001  50        50.00     5  VOC.OPEN X

```

F3=Exit F4=Prompt F6=System F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MP b 16/080

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From this screen you can inquire on vouchers or payments. By placing a “V” in the field you will see vouchers. By placing a “P” in the field you will see payments.

The above screen is a voucher inquiry. Place an “X” to the right of the voucher that you want to inquire on and press <Enter>. The system will display the following screen.

| Court ID : J 44 ANGIE | | Juvenile | | Release : 025 | | | | |
|---|------------|-----------------------------------|--------|---------------|------------|------|----------|---|
| Detail of Invoice and Payments | | | | | | | | |
| Vendor number | | CA03025 ALLEGAN CO YOUTH HOME WES | | | | | | |
| Vouchers | 50.00 | Payments | Owed | 50.00 | | | | |
| ENTER P FOR PAYMENTS V VOUCHERS | | | | | | | | |
| Voucher # | and date | Due date | Type | Crt.Ref. | Amount | Days | Status | P |
| 0000011601 | 02/08/2001 | 03/01/2001 | 50 | | 50.00 | 5 | VOC.OPEN | |
| Case suffix | Case name | Acct | Amount | Days | Chk.number | Type | | |
| 97000558 | TOM CRUISE | E504 | 50.00 | 5 | | | | 0 |
| F3=Exit F4=Prompt F6=System F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal | | | | | | | | |
| 03/036 | | | | | | | | |

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Displayed is a detailed description of this voucher. The system will display all information that was entered on this voucher. Following are field descriptions for the detail of invoice and payments screen.

~Case, Suffix, Name~

This is the case number, suffix number and name that were added to this voucher.

~Acct~

This is the account number that was used to pay for this item.

~Amount~

This is the amount that was couched for this child.

~Days~

This is the number of days that was vouchered for this child.

~Chk Number~

This is the check number that was sent to the vendor for payment of this voucher. This will only be shown if the payment was made through the APP - Voucher Payment Screen.

~Type~

This is the record type. An "O" signifies this is the original voucher. A partially paid voucehr will have an "X" beside it but there will be a matching voucher with an "O".

Example of a Payment Inquiry:

From the voucher/check inquiry screen enter the vendor number or, press <F4> for a list of vendors.

Juvenile Vendor Payments Maintenance

Court ID : J 44 ANGIE Release : 025

Vendor number [REDACTED]

Transaction Request

Ch [REDACTED] ays Days

EX X V VENDOR FILE

 F FACILITY FILE

 P PROFESSIONAL FILE

F3=Exit F6=System Bottom

F16=Inv. Cal

F1=Help F3=Exit F4=Prompt F6=System F8=Probate

F9=Name Inq. F10=Update F14=Dkt. Inq F16=Inv. Cal

08/007

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

The following screen will be displayed for you.

Court ID : J 44 ANGIE Juvenile Release : 025

Inquiry of all Vouchers for Vendor

Vendor number

Vo

EN

Transaction Request

Other Facility File

Position to

44

44 123 TEST

44 ABCDEFGHIJ NEW FACILITY NAME,,

44 CA 13066 AREA YOUTH FOR CHRIST

X 44 CA03025 ALLEGAN CO YOUTH HOME WES

44 CA04024 BOYSVILLE - HURON HOUSE

44 CA09042 LUTHERAN CHILD & FAMILY SVC

44 CA09042A LUTHERAN CHILD & FAMILY - BAY

More...

F3=Exit F6=System A=Add M=Mod I=Inq R=Rate X or 1=Select

F3=Exit F4=Prompt F6=System F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

15/011

Connected to remote server/host OSMSOUTH using port 23

\\SCAO\1N54QLS on Ne05:

You can search for your vendor by name or by vendor number. Once you have selected the vendor, place an "X" on the line to the left of the vendors name and press <Enter>. The system will display the following screen.

```

Court ID : J 44 ANGIE          Juvenile          Release : 025
                Inquiry of all Payments to Vendor
                Vendor number  CA03025    ALLEGAN CO YOUTH HOME WES
Vouchers      1850.00      Payments      1500.00      Owed      350.00

ENTER V FOR VOUCHERS   P  PAYMENTS

.....

Check #      Chk.date  Type  Crt.Ref.      Chk.amount voucher no.      Pick
1234         06/12/2003   52      -      1500.00 0000011737

.....

F3=Exit F4=Prompt F6=System F8=Probate  F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MP b                                     03/036
Connected to remote server/host OSMSOUTH using port 23  \\SCAO\IN54QLS on Ne05:

```

Enter a “P” to display payments and press <Enter>. All payments will be displayed for this vendor as shown in the above screen. Following are explanations of the fields on the “Inquiry of all payments to vendor” screen.

~Check #, Check Date~

This is the check number and date the check was sent to the vendor.

~Type~

This is the type of this check.

~Court Ref~

This is the reference number that was entered when the voucher payment was completed.

~Chk Amount~

This is the amount that was paid.

~Voucher No.~

This is the voucher number that was paid.

~Pick~

Enter an “X” to the right of the payment that you want to inquire on and press <Enter>, the system will return a detailed description for this payment. The system will display the following screen.

| Court ID : J 44 ANGIE | | Juvenile | | Release : 025 | | |
|---|------------|-----------------------------------|----------|---------------|-------------|---------------|
| Inquiry of Invoices that Check Affected | | | | | | |
| Vendor number | | CA03025 ALLEGAN CO YOUTH HOME WES | | | | |
| Vouchers | 1850.00 | Payments | 1500.00 | Owed | 350.00 | |
| ENTER V FOR VOUCHERS P PAYMENTS | | | | | | |
| Check # | Chk.date | Type | Crt.Ref. | Chk.amount | voucher no. | Pick |
| 1234 | 06/12/2003 | 52 | - | 1500.00 | 0000011737 | |
| Voucher # | and date | Due date | Type | Crt.Ref. | Amount | Amt.applied P |
| 0000011737 | 12/03/2001 | 01/01/2002 | 50 | | 1500.00 | - 1500.00 |
| F3=Exit F4=Prompt F6=System F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal | | | | | | |

MP b 03/036

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

The above screen is a detailed description of the voucher the payment was applied to. The fields were explained under the voucher inquiry section of this chapter.

Example of a Voucher Payment Delete:

From the voucher/check inquiry screen enter the vendor number or, press <F4> for a list of vendors.

Juvenile Vendor Payments Maintenance

Court ID : J 44 ANGIE Release : 025

Vendor number [REDACTED]

Transaction Request

| Ch | | | ays | Days |
|----|---|---|-----|------|
| EX | X | V | | |
| | | F | | |
| | | P | | |

VENDOR FILE
FACILITY FILE
PROFESSIONAL FILE

Bottom
F3=Exit F6=System F16=Inv. Cal

F1=Help F3=Exit F4=Prompt F6=System F8=Probate
F9=Name Inq. F10=Update F14=Dkt. Inq F16=Inv. Cal

08/007

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

The following screen will be displayed for you.

Court ID : J 44 ANGIE Juvenile Release : 025

Inquiry of all Vouchers for Vendor

Vendor number

Vo

EN

Transaction Request

Other Facility File

Position to

44

44 123 TEST

44 ABCDEFGHIJ NEW FACILITY NAME,,

44 CA 13066 AREA YOUTH FOR CHRIST

X 44 CA03025 ALLEGAN CO YOUTH HOME WES

44 CA04024 BOYSVILLE - HURON HOUSE

44 CA09042 LUTHERAN CHILD & FAMILY SVC

44 CA09042A LUTHERAN CHILD & FAMILY - BAY

Status P

More...

F3=Exit F6=System A=Add M=Mod I=Inq R=Rate X or 1=Select

F3=Exit F4=Prompt F6=System F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

15/011

Connected to remote server/host OSMSOUTH using port 23

\\SCAO\1N54QLS on Ne05:

You can search for your vendor by name or by vendor number. Once you have selected the vendor, place an "X" on the line to the left of the vendors name and press <Enter>. The system will display the following screen.

B

Court ID : J 44 ANGIE Juvenile Release : 025

Inquiry of Invoices that Check Affected

Vendor number CA03025 ALLEGAN CO YOUTH HOME WES

Vouchers 1850.00 Payments 1500.00 Owed 350.00

ENTER V FOR VOUCHERS P PAYMENTS

.....

| Check # | Chk.date | Type | Crt.Ref. | Chk.amount | voucher no. | Pick | |
|------------|------------|------------|----------|------------|-------------|-------------|---|
| 1234 | 06/12/2003 | 52 | - | 1500.00 | 0000011737 | | |
| Voucher # | and date | Due date | Type | Crt.Ref. | Amount | Amt.applied | P |
| 0000011737 | 12/03/2001 | 01/01/2002 | 50 | | 1500.00 | - 1500.00 | D |

.....

F3=Exit F4=Prompt F6=System F8=Probate F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

MP b 13/080

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Enter a "P" to display payments. Enter a "D" to the right of the payment that you want to delete and press <Enter>. If you have authority to delete the payment the system will delete it and it will no longer be displayed.